

(l) *Records of services performed by associated companies.* The natural gas company to which the regulations in this part apply shall assure the availability of records of services performed by associated companies for the periods indicated herein, as are necessary, to support the cost of services rendered to it by an associated company.

(m) *Index of records.* At each office of the natural gas company where records are kept or stored, such records as are herein required to be preserved shall be so arranged, filed and currently indexed that they may be readily identified and made available to representatives of the Commission.

(n) *Schedule of notes:* (1) For the purposes of the regulation, a stockholder's account may be treated as a closed account at the time that such stockholder ceases to be a holder of record of the particular class and series of stock of the company and the 6-year retention period prescribed herein shall run from that date. If such person subsequently acquires shares of capital stock of the company and thus again becomes a stockholder of the company, the record of such acquisition shall be treated as a new stockholder account.

(2) The terms "bonds" and "debentures," as used in paragraphs (a) through (f) of this section, shall include all debt securities, such as bonds, debentures, or notes other than debt securities which evidence temporary borrowings and which are expected to be repaid out of the proceeds of the sale of longer term securities. Typical of such temporary debt securities as described in 4(i) would be notes issued to banks evidencing temporary working capital and construction loans and gas storage loans.

(3) Canceled bonds and debentures and paid interest coupons pertaining thereto may be destroyed, provided that a certificate of destruction giving full descriptive reference to the documents destroyed shall be made by the person or persons authorized to perform such destruction and shall be retained by the company for the period herein prescribed. The certificate of destruction evidencing the destruction of paid interest coupons pertaining to bonds or debentures need not contain a listing of the bond or debenture serial

numbers pertaining to such paid interest coupons. When documents represent debt secured by mortgage, the certificate of destruction shall also be authorized by a representative of the trustee(s) acting in conjunction with the person or persons destroying the documents or shall have the trustee(s) acceptance thereon. The certificate of destruction above described may be destroyed 6 years after the payment and discharge of the bonds or debentures or interest coupons described in such certificate.

(4) If a retention period is prescribed elsewhere in the schedule with respect to any document which is included as an exhibit to any filing retained pursuant to the requirements of this item, the company need retain only one copy of such document in its files provided appropriate cross references are established.

(5) Life or mortality study data for depreciation purposes shall be retained for 25 years or for 10 years after plant is retired, whichever is longer.

[Order 450, 37 FR 6304, Mar. 28, 1972, as amended by Order 258, 47 FR 42724, 42725, Sept. 29, 1982; Order 335, 48 FR 44483, Sept. 29, 1983]

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SCHEDULE OF RECORDS AND PERIODS OF RETENTION

[See footnote at end of table]

Description	Retention period
CORPORATE AND GENERAL	
1.—2. [Reserved]	
3. Reports to stockholders: (a) Annual reports or statements to stockholders	Retain until receipt of FERC audit report or two years after auditor's exit conference, whichever occurs first.
4.—5. [Reserved]	
6. Organizational documents: (a) Minute books of stockholders', directors', and directors' committee meetings. (b) Titles, franchises, and licenses: (1)—(4) [Reserved] (5) Copies of formal orders of regulatory commissions served upon the utility.	50 years or termination of the corporation's existence, whichever occurs first. 6 years after final non-appealable order.
7. Contracts and agreements (except contracts provided for elsewhere): (a) Service contracts, such as for management, accounting and financial services. (b) Contracts with other utilities or other persons for the purchase, sale or interchange of product, or for advance payments for gas.	6 years after expiration or cancellation. See § 225.2(j). 6 years after expiration or cancellation.

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SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

[See footnote at end of table]

Description	Retention period
(c)—(f) [Reserved] (g) Memoranda essential to clarifying or explaining provisions of contracts listed above. (h) Card or book records of contracts, leases, and agreements made, showing dates of expirations and of renewals, memoranda of receipts, and payments under such contracts, etc.	For the same periods as contracts to which they relate. Do.
8. Accountants' and auditors' reports: (a) Reports of examinations and audits by accountants and auditors not in the regular employ of the utility (such as reports of public accounting firms and regulatory commission accountants). (b) Internal audit reports and work papers	7 years after date of report or Commission audit, whichever comes last. Do.
AUTOMATIC DATA PROCESSING	
9. Automatic data processing records. (Retain original source data used as input for data processing and data processing report printouts for the applicable periods prescribed elsewhere in the schedule.): (a) [Reserved] (b) Program documentation and revisions thereto	Retain as long as it represents an active viable program or for periods prescribed for related output data, whichever is shorter.
GENERAL ACCOUNTING RECORDS	
10. General and subsidiary ledgers: (a)(1) General ledgers (2) Ledgers subsidiary or auxiliary to general ledgers except ledgers provided for elsewhere. (b)(1) Indexes to general ledgers (2) Indexes to subsidiary ledgers except ledgers provided for elsewhere. (c) Trial balance sheets of general and subsidiary ledgers	50 years. Do. Do. Do. 2 years.
11. Journals: General and subsidiary	50 years.
12. Journal vouchers and journal entries including supporting detail:	Do.
(a) Journal vouchers and journal entries (b) Analyses, summarizations, distributions, and other computations which support journal vouchers and journal entries: (1) Charging plant accounts (2) Charging all other accounts	Do. 6 years. See § 225.2(j). 6 years.
13. Cash books: (a) General and subsidiary or auxiliary books	10 years after close of fiscal year. See Subsection 12(a).
14. Voucher registers: (a) Voucher registers or similar records when used as a source document.	6 years. See § 225.2(j).
15. Vouchers:	Do.
(a) Paid and canceled vouchers (1 copy—analysis sheets showing detailed distribution of charges on individual vouchers and other supporting papers).	Do.
(b) Original bills and invoices for materials, services, etc., paid by vouchers.	Do.
(c) Paid checks and receipts for payments by voucher or otherwise	6 years.
(d) Authorization for the payment of specific vouchers	6 years. See § 225.2(j).
(e) Lists of unaudited bills (accounts payable), lists of vouchers transmitted and memoranda regarding changes in unaudited bills.	Destroy at option.
(f) Voucher indexes	Do.
16.—19. [Reserved]	
INSURANCE	
20. Insurance records: (a) Records of insurance policies in force, showing coverage, premiums paid and expiration dates.	Destroy at option after expiration of such policies.
(b) [Reserved]	
(c) Records of amounts recovered from insurance companies in connection with losses and of claims against insurance companies, including reports of losses and supporting papers.	6 years. See § 225.2(j).
21. [Reserved]	
OPERATIONS AND MAINTENANCE	
22. Production—Gas:	
(a) [Reserved]	
(b) Gas generation and output logs with supporting data	6 years.
(c)—(e) [Reserved]	
(f) Recording instrument charts such as pressure (static and/or differential), temperature specific gravity, heating value, etc.	1 year, except where the basic chart information is transferred to another record, the charts need only be retained 6 months provided the record containing the basic data is retained one year

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

[See footnote at end of table]

Description	Retention period
(g) Test of heating value at stations and outlying points	6 years.
(h) Records of gas produced, gas purchased, gas sent out and holder stock.	Do.
(i) Analysis of gas produced and purchased including B.t.u. and sulphur content.	Do.
(j) [Reserved]	
(k) Well records, including clearing, bailing, shooting, etc., records; rock pressure; open flow; production, gas analysts' reports, etc.	1 year after field or relevant production area abandoned.
(l)—(m) [Reserved]	
(n) Gas measuring records	1 year, except where the basic chart information is transferred to another record, the charts need only be retained 6 months provided the record containing the basic data is retained 1 year.
23. Transmission and distribution—Gas: ¹	
(a) Transmission line logs	3 years.
(b) Transmission and distribution department load dispatching operating logs.	Do.
(c)—(i) [Reserved]	
(j) Gas measuring records	1 year.
(k) Transmission line operating reports	3 years.
(l) Compressor operation and reports	Do.
(m) [Reserved]	
(n) Recording instrument charts such as pressure (static and differential), temperature, specific gravity, heating value, etc.	1 year, except where the basic chart information is transferred to another record, the charts need only be retained 6 months provided the record containing the basic data is retained 1 year.
23.1 Underground storage of natural gas:	
(a) Well records, reports and logs which includes data relating to pressures, injected volumes, withdrawn volumes, core analysis, daily volumes of gas injected into and withdrawn from reservoir, and cushion and working gas volumes for each reservoir.	1 year after reservoir, field, or relevant storage area is abandoned.
(b) Records containing information relating to reservoir gas leakage, showing the total gas leakage and recycled gas.	Do.
(c) [Reserved]	
(d) Records on back pressure tests field data	1 year or until superseded.
(e) Records on back pressure test results, gas analysis	Do.
24.—25. [Reserved]	
26. Maintenance work orders and job orders:	
(a) Authorizations for expenditures for maintenance work to be covered by work orders, including memoranda showing the estimates of costs to be incurred.	6 years
(b) Work order sheets to which are posted in detail the entries for labor, material, and other charges in connection with maintenance, and other work pertaining to utility operations.	Do.
(c) Summaries of expenditures on maintenance and job orders and clearances to operating and other accounts (exclusive of plant accounts).	Do.
PERSONNEL	
27.—29. [Reserved]	
PLANT AND DEPRECIATION	
30. Plant ledgers:	
(a) Ledgers of utility plant accounts including land and other detailed ledgers showing the cost of utility plant by classes.	50 years.
(b) Continuing plant inventory ledger, book or card records showing description, location, quantities, cost, etc., of physical units (or items) of utility plant owned.	6 years after plant is retired, provided mortality data are retained. ¹
31. Construction work in progress ledgers, work orders, and supplemental records:	
(a) Construction work in progress ledgers	10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise 6 years after plant is retired.
(b) Work order sheets to which are posted in summary form or in detail the entries for labor, materials and other charges for utility plant additions and the entries closing the work orders to utility plant in service at completion.	Do.
(c) Authorizations for expenditures for additions to utility plant, including memoranda showing the detailed estimates of cost and the bases therefor (including original and revised or subsequent authorizations).	10 years.

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

[See footnote at end of table]

Description	Retention period
(d) Requisitions and registers of authorizations for utility plant expenditures.	Do.
(e) Completion or performance reports showing comparison between authorized estimates and actual expenditures for utility plant additions.	Do.
(f) Analysis or cost reports showing quantities of materials used, unit costs, number of man-hours, etc., in connection with completed construction project.	10 years after clearance to the plant account, provided continuing property plant inventory records are maintained; otherwise 6 years after plant is retired.
(g) Records and reports pertaining to progress of construction work, the order in which jobs are to be completed, and similar records which do not form a basis of entries to the accounts.	Destroy at option.
(h) Well-drilling logs and well-construction records	1 year after field or relevant production are abandoned.
32. Retirement work in progress ledgers, work orders, and supplemental records:	
(a) Work order sheets to which are posted the entries for removal costs, materials recovered, and credits to utility plant accounts for cost of plant retired.	10 years after plant is retired. ¹
(b) Authorizations for retirement of utility plant, including memoranda showing the basis for determination of cost of plant to be retired and estimates of salvage and removal costs.	10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise 6 years after plant is retired. ⁵
(c) Registers of retirement work orders	10 years.
33. Summary sheets, distribution sheets, reports, statements, and papers directly supporting debits and credits to utility plant accounts not covered by construction or retirement work orders and their supporting records.	10 years after clearance to the plant account, provided continuing plant inventory records are maintained; otherwise 6 years after plant is retired.
34. Appraisals and valuations: Appraisals and valuations made by the company of its properties or investments or of the properties or investments of any associated companies. (Includes all records essential thereto.)	3 years after disposition, termination of lease, or write-off of property or investment.
35. [Reserved]	
36. The original or reproductions of engineering records, drawings and other supporting data for proposed as constructed natural gas facilities:	
(a) Maps, diagrams, profiles, photographs, field survey notes, plot plan, detail drawings, records of engineering studies and similar records showing the location of proposed or as-constructed facilities:	
(1) If construction of facility results wholly, or in part	Retain until receipt of FERC audit report or two years after auditor's exit conference, whichever occurs first.
37. Contracts and other agreements relating to natural gas company records:	
(a) Contracts relating to acquisition or sale of plant	6 years after plant is retired.
(b) [Reserved]	
(c) The primary records of gas acreage owned, leased or optioned excluding deeds and leases but including such records as lease sheets, leasehold cards, and option agreements.	6 years after rights to the gas acreage have expired or otherwise dissolved.
38. Records pertaining to reclassifications of utility plant accounts to conform to prescribed systems of accounts, including supporting papers showing the bases for such reclassifications.	6 years. See § 225.2(j).
39. Records of accumulated provisions for depreciation and depletion of utility plant and supporting computation of expense:	
(a) Detailed records or analysis sheets segregating the accumulated depreciation according to functional classification of plant.	25 years.
(b) Records reflecting the service life of property and the percentage of salvage and costs of removal for property retired from each account for depreciable utility plant.	Do. ¹
PURCHASES AND STORES	
40. Procurements:	
(a) Agreements entered into for the acquisition of goods or the performance of services. Includes all forms of agreements not specifically set forth in Subsection 7 such as, but not limited to: Letters of intent, exchange of correspondence, master agreements, term contracts, rental agreements and the various types of purchase orders:	
(1) For goods or services relating to plant construction	6 years. See § 225.2(j).
(2) For other goods or services	6 years.

SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

[See footnote at end of table]

Description	Retention period
(b) Supporting documents including accepted and unaccepted bids or proposals (summaries of unaccepted bids and proposals may be kept in lieu of originals) evidencing all relevant elements of the procurement.	6 years. See § 225.2(j).
41. Material ledgers:	
(a) Ledger sheets of materials and supplies received, issued, and on hand.	Retain until receipt of FERC audit report or two years after auditor's exit conference, whichever occurs first.
42. Materials and supplies received and issued:	
(a)—(b) [Reserved]	
(c) Records showing the detailed distribution of materials and supplies issued during accounting periods.	6 years. See § 225.2(j).
43. Records of sales of scrap and materials and supplies:	
(a) Authorizations for sale of scrap and materials and supplies	3 years.
(b) Contracts for sale of scrap and materials and supplies	Do.
44. [Reserved]	
REVENUE ACCOUNTING AND COLLECTING	
45. Customers' service applications and contracts:	
(a)—(g) [Reserved]	
(h) Contracts for extensions of service for which contributions are made by customers or others.	Retain until receipt of FERC audit report or two years after auditor's exit conference, whichever occurs first.
46. Rate schedules:	
(a) General files of published rate sheets and schedules of utility service. (Including schedules suspended or superseded.)	Retain until receipt of FERC audit report or two years after auditor's exit conference, whichever occurs first.
47.—48. [Reserved]	
49. Maximum demand, pressure, temperature, and specific gravity charts and demand meter record cards	1 year, except where the basic chart information is transferred to another record the charts need only be retained 6 months, provided the record containing the basic data is retained 1 year.
50. Miscellaneous billing data:	
(a) Billing department's copies of contracts with customers (in addition to contracts in general files).	Destroy at option.
51. Revenue summaries:	
(a) Summaries of monthly operating revenues according to classes of service for entire utility.	6 years.
(b) Summaries of monthly operating revenues according to classes of service by towns, districts, or divisions (including summaries of forfeited discounts and penalties).	Do.
52.—56. [Reserved]	
TAX	
57. Tax records:	
(a) Copies of returns and schedules filed with taxing authorities, supporting work papers, records of appeals, tax bills and receipts for payments. (See subsection 15(b) for vouchers evidencing disbursements):	
(1) Income tax returns	7 years after settlement.
(2) Property tax returns	2 years after settlement.
(3) Sales and use taxes	3 years.
(4) Other taxes	2 years after settlement.
(5) Agreements between associate companies as to allocation of consolidated income taxes.	7 years after settlement.
(6) Schedule of allocation of consolidated Federal income taxes among associated companies.	Do.
(b) Summaries of taxes paid	Destroy at option.
(c) Filings with taxing authorities to qualify employee benefit plans	7 years after settlement of Federal return or discontinuance of plan, whichever is later.
(d) Information returns and reports to taxing authorities	3 years, or for the period of any extensions granted for audit.
TREASURY	
58. Statements of funds and deposits:	
(a) Summaries and periodic statements of cash balances on hand and with depositories.	Destroy at option.
(b) Statement of managers' and agents' cash balances on hand and with depositories.	Do.

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SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

[See footnote at end of table]

Description	Retention period
59. Records of deposits with banks and others: (a—(b) [Reserved] (c) Statements from depositories showing the details of funds received, disbursed, transferred, and balances on deposit. (d)—(e) [Reserved] (f) Check stubs, registers, or other records of checks issued	Do. 6 years.
60. Records of receipts and disbursements: (a) Daily or other periodic statements of receipts or disbursements of funds. (b) Records or periodic statements of outstanding vouchers, checks, drafts, etc. issued and not presented. (c) Reports of associates showing working fund transactions and summaries thereof. (d) Reports of revenue collections by field cashiers, pay stations, etc MISCELLANEOUS	Destroy at option after completion of annual audit by independent accountants. Do. Do. Do.
61. Statistics: (a) Annual financial, operating and statistical reports regularly prepared in the course of business for internal administrative or operating purposes (and not used as the basis for entries to accounts of the companies concerned) to show the results of operations and the financial condition of the utility. (b) Quarterly, monthly or other periodic financial, operating and other statistical reports as above.	10 years after date of report. 2 years after date of report.
62. Budgets and other forecasts: (Prepared for internal administrative or operating purposes) of estimated future income, receipts and expenditures in connection with financing, construction and operations and acquisitions or disposals of properties or investments by the company and its associate companies, including revisions of such estimates and memoranda showing reasons for revisions; also records showing comparison of actual income and receipts and expenditures with estimates	3 years.
63. [Reserved]	
64. Records of predecessors and former associates	Retain until the records of utility plant acquired have been integrated with the utility's plant records and the original cost of the acquired plant is adequately supported by cost details and until it is ascertained that such records are not necessary to fulfillment of any unsatisfied regulatory requirements, such as: (a) Approval and recording of accounting adjustments resulting from reclassification and original cost studies and acceptance of property acquisition journal entries, (b) establishment of continuing plant inventory records or accounting evidence of the cost of long-lived property in the absence of such continuing plant inventory records.
65. Reports to Federal and State regulatory commissions:	
(a) Annual financial, operating and statistical reports: (1) Federal agencies	Retain until receipt of FERC audit report or two years after auditor's exit conference, whichever occurs first.
(2) State Commissions	Retain as long as the active tariffs or rates are in effect.
(b) [Reserved]	
(c) Special or periodic reports on the following subjects:	
(1) Transactions with associated companies	6 years.
(2) Budgets of expenditures	3 years.
(3) [Reserved]	
(4) Employees and wages	5 years.
(5) Loans to officers and employees	3 years after fully paid.
(6) [Reserved]	
(7) Purchases and sales, utility properties	Ten years after the plant is retired.
(8) Plant changes—units added and retired	Do.
(d) Records required to be retained under § 277.210 of this chapter, relating to the Natural Gas Policy Act of 1978.	3 years.

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SCHEDULE OF RECORDS AND PERIODS OF RETENTION—Continued

[See footnote at end of table]

Description	Retention period
66. Other miscellaneous records: (a) Copies of advertisements by the company in behalf of itself or any associate company in newspapers, magazines and other publications including records thereof. (Excluding advertising of product, appliances, employment opportunities, services, territory, routine notices and invitations for bids for securities, all of which may be destroyed at option.)	Do.

¹ See § 225.2, *General instructions* (n)—Schedule of Notes (5).

[Order 450, 37 FR 6304, Mar. 28, 1972, as amended by Order 258, 47 FR 42726, Sept. 29, 1982; Order 335, 48 FR 44483, Sept. 29, 1983; Order 95-A, 51 FR 7932, Mar. 7, 1986]